



# ALABAMA LIQUEFIED PETROLEUM GAS BOARD

## CLASS "E" PERMIT APPLICATION

*Application is hereby made in compliance with the provisions of Section 9-17-105 of the Code of Alabama, 1975 and Rules and Regulations promulgated by the Alabama Liquefied Petroleum Gas Board.*

### **SECTION I**

#### **COMPANY INFORMATION**

**Permit Business Name** \_\_\_\_\_

**Select Correct Designation:**  **Corporation**  **LLC**  **Partnership**  **Individual**

#### **PHYSICAL ADDRESS**

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

#### **MAIL ADDRESS**

**PO Box** \_\_\_\_\_ **or Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

#### **CONTACT INFORMATION**

**Contact Person** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

#### **OFFICERS, PARTNERS, OR OWNERS**

| <b>Name (Please Print)</b> | <b>Title</b> | <b>Email Address or Telephone Number</b> |
|----------------------------|--------------|--|
| _____                      | _____        | _____                                    |
| _____                      | _____        | _____                                    |
| _____                      | _____        | _____                                    |
| _____                      | _____        | _____                                    |
| _____                      | _____        | _____                                    |

**SECTION II**

**PERMIT EMPLOYEES**

List the name of each employee that will engage in the business of calibration and/or repair of LP-Gas liquid meters.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

1. I understand that the Alabama LP-Gas Board is the authority having jurisdiction related to LP-Gas permitting and code enforcement. \_\_\_\_\_

**Initials**

2. I will abide by directives, cease and desist orders, condemn notices, or "red tags" issued by the Administrator or Inspectors of the Alabama LP-Gas Board. \_\_\_\_\_

**Initials**

3. I will provide an adequate safety training program for my personnel. \_\_\_\_\_

**Initials**

4. I will take advantage of educational and training programs for my employees which are available in the LP-Gas industry in Alabama. \_\_\_\_\_

**Initials**

5. I agree that my employees will have a thorough knowledge of all the rules and regulations administered by the Alabama LP-Gas Board. \_\_\_\_\_

**Initials**

6. I understand that I must notify the Alabama LP-Gas Board in writing of new employees and complete all statutory requirements before allowing them to work under this permit unsupervised.

\_\_\_\_\_  
**Initials**

7. I understand that as an LP-Gas permit holder, I am the professional in LP-Gas matters for my customers relative to their knowledge level, and that professionalism must be ever present when making decisions that may contribute to code violations and issues of customer safety.

\_\_\_\_\_  
**Initials**

## **SECTION III**

### **ITEMS REQUIRED WITH APPLICATION**

The following designated attachments are required to accompany this application:

1. This application must be recorded as received in the board office in Montgomery with all required sections completed 30 days prior to the Board's next regular scheduled meeting for consideration at the meeting.
2. Include a copy of your company's *Articles of Incorporation* or *Articles of Organization (LLC)* . Out-of-State corporations and LLCs must be registered with the Alabama Secretary of State's office as foreign entities doing business in Alabama.
3. Include a U.S Bureau of Standards calibration report for each of the applicant's meter provers.
4. A check or money order for the application fee made payable to the "Alabama LP-Gas Board" in the amount of \$50.
5. The enclosed *Declaration of U.S. Citizenship or Lawful Presence of an Alien* form must be completed by the person signing the application and returned with required identification documentation (i.e. copy of driver license, passport, etc.) See list on back of form.
6. A *Certificate of Insurance* must be provided as proof of liability insurance coverage, and the following fields on the certificate should be completed as detailed below:
  - *Description of Operations* – "Class E Permit"
  - *Certificate Holder* – "Alabama LP-Gas Board, PO Box 1742, Montgomery, AL 36102"
7. Explain LP-Gas experience with calibration and/or repair of LP-Gas liquid meters: (Attach additional pages if necessary)

Return application and attachments to:  
Alabama LP-Gas Board  
PO Box 1742  
Montgomery, AL 36102-1742  
Telephone (334) 241-8887 Fax (334) 240-3255

**SECTION IV**

**SIGNATURE**

The undersigned petitioner hereby requests that this application be approved by the Alabama LP-Gas Board and certifies that he/she has read the above application and is familiar with its contents and that the information set forth in the application and attachments is true and correct.

By: \_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Print Name & Title of Applicant)

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Social Security Number – Mandatory for Permit Issuance

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)

**NOTARY PUBLIC**

The State of \_\_\_\_\_

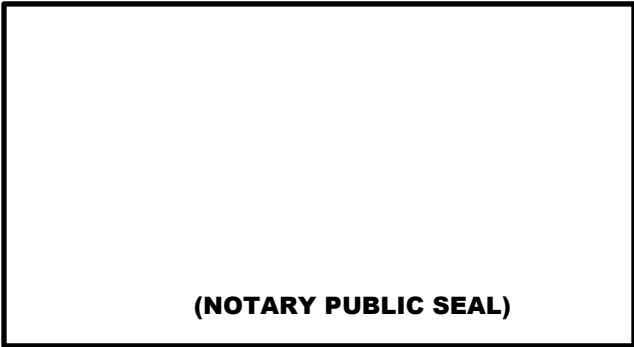
County \_\_\_\_\_

Before me, the undersigned, on this day,  
personally appeared

\_\_\_\_\_

known to me to be such person, who after having been by me first sworn, deposes and says on oath that he/she is the same person who subscribed the name of the above stated applicant to the foregoing instrument, and that he/she signed the same as the deed and act of said applicant and in the capacity therein set forth, and that he/she has carefully read the foregoing statements and representations made in said instrument and attachments, and that the same are true in substance and in fact.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_



(NOTARY PUBLIC SEAL)

\_\_\_\_\_  
Notary Public (Signature)

\_\_\_\_\_  
Notary Public (Print or Type)

**SECTION V**

**FOR USE BY THE ADMINISTRATOR OF THE ALABAMA LP-GAS BOARD**

**Date Application Received by the Administrator** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Date of Issuance of Temporary Authorization** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Date Application Considered by the Board** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Action by Board Action:**      **Approved**      **Disapproved**      **Other**

**Explanation of board action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Applicant Advised of Board Action** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Date Board Code Review Exam Completed** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Date Practical Evaluation Approved** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Date of Receipt of Certificate of Insurance** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Date of Issuance of Permit** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Class "E" Permit Number** \_\_\_\_\_

**Sworn and Attested by:**

\_\_\_\_\_  
**(Administrator, Alabama LP-Gas Board)**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ **(mm/dd/yyyy)**

**ALABAMA LP-GAS BOARD**  
**PO BOX 1742**  
**MONTGOMERY, ALABAMA 36102-1742**  
**PHONE: (334) 241-8887**  
**FAX: (334) 240-3255**